

# BC DIVING REGISTRATION POLICY

## 1. GENERAL

- 1.1 The purpose of registration is to maintain a provincial record of amateur divers, coaches, officials, clubs and associate members. This record is used in a variety of ways by the Provincial and National Offices to assist in the provision of efficient service to clubs and members and to satisfy government regulations and reporting requirements.
- 1.2 This chapter provides an overview of current *BC Diving* registration and insurance policies and procedures. Specifically, the following areas will be covered in detail:
  - Database Maintenance
  - *BC Diving* Fees
  - Liability & Accident Insurance

## 2. DATABASE MAINTENANCE

- 2.1 All individuals participating in the sport of diving in **Canada** and BC are required to be members of a *DPC* affiliated provincial section (BC Diving). BC Diving, in order to maintain their affiliation with *DPC*, is required to report all active participants to the *DPC* National Office by October 31 of the current diving season. Should a club add new members throughout the season, these should also be reported to BC Diving *and the* National Office.
- 2.2 *Clubs must ensure their membership is accurate on e-Sport registration or submit their membership registration to the BC Diving Office by using the Clublink software. To obtain a copy of the Clublink software or information regarding the database process contact Mike Morris - Integrated Sport Systems Inc. by email, [mmorris@integratedsports.net](mailto:mmorris@integratedsports.net).*
- 2.3 Any person who pays a membership fee to a Member Club (or to a Member provincial section if unattached), is a registered member of BC Diving and *DPC*. This includes all categories defined below. Non-paying members (see Associate Member definition) also need to be registered in the database.
- 2.4 The following information should be reported for each individual:
  - Club Affiliation

- Last name, First name
- Address
- City
- Postal Code
- Telephone Numbers (Home & Business)
- Fax Number
- E-mail Address
- Birth Date
- Gender
- Coach Name (if applicable)
- Member Category (see below)

## 2.5 MEMBER CATEGORIES

- 25.1. LEARN TO DIVE - Participants who may or may not be members of diving clubs but who take part in non-competitive types of programs within a club or other diving facility
- 25.2. NATIONAL JUNIOR COMPETITIVE DIVER - Divers 18 years of age and under, as of December 31, who met the national standard the previous year.
- 25.3. NATIONAL SENIOR COMPETITIVE DIVER - Divers 19 years of age and older, as of December 31, who met the national standard the previous year.
- 25.4. PROVINCIAL JUNIOR COMPETITIVE DIVER - Divers who enter a regional or provincial competition but did not meet the national standard the previous year. (See age requirements above.) This also includes other divers who may not have competed in the previous year, but are participating in competitive programming.
- 25.5. PROVINCIAL SENIOR COMPETITIVE DIVER - Divers who enter a regional or provincial competition, but did not meet the national standard the previous year. (See age requirements above) This also includes other divers who may not have competed in the previous year, but are participating in competitive programming.
- 25.6. MASTERS DIVER - Divers 25 years or older, as of December 31, who do not compete at the senior level, but who participate in Masters Diving Competitions.
- 25.7. COACH/INSTRUCTOR – in order to be entered into the membership database under the coach and/or instructor category, a coach/instructor must have an NCCP coach certification # and the minimum coaching certification in their respective context.

- 25.8. INSTRUCTOR - Includes a 'Learn to Dive' club or municipal diving instructor and national recreational program instructors. The instructor has no competitive divers as defined above.
- 25.9. PROVINCIAL COACH - Includes coaches of all competitive divers not competing at the national level.
- 25.10. NATIONAL COACH - Includes coaches of all national competitive divers, as defined above.
- 25.11. OFFICIAL - Includes all judges at the regional, provincial, national and international level.
- 25.12. ASSOCIATE MEMBER - Individuals who are not members of any other category, but who are still active in the affairs of *BC Diving* at the club, provincial or national level. Examples are the provincial and national board of directors, club executive and other volunteers. As registered members, they are named and covered by the association's liability policy.
- 25.13. CLUB - A registered club shall consist of:
- 25.13.1. Not less than one (1) registered coach, five (5) registered divers and a Board of Directors or Executive Committee whose purpose is the development and maintenance of the registered club; the Board of Directors must be made up of at least three (3) functioning registered positions other than the coach and/or athletes.
  - 25.13.2. A club is clearly charged with the development and maintenance of its programs and is responsible for the athletes registered to it.

### 3. BC DIVING REGISTRATION FEES

**3.1** *BC Diving* registration fees for its clubs are determined based on the number of athletes from a particular club that participated in National Championships/Trials in the previous season, divided into a total registration revenue amount as set by *DPC* on an annual basis. Clubs that are recreational based, i.e. have no athletes competing at the National level, will be assessed a Club registration fee of \$250. Clubs that are competitive in nature and that have athletes travelling to National Championships will owe the \$250 and will share the cost of the Registration fees sent by the National Office. The \$250 from each club will be deducted from the total of the invoice from the National office. The balance will be divided by the number of athletes that have travelled to Nationals. Each club will be billed according to the total number of athletes at Nationals times the amount per athlete

to a maximum of \$2200 per competitive club.

For example :

Cost of the Registration fees sent by National Office	\$7,000
Number of clubs	7
Mandatory registration fee per club	\$250
Registration fees left to pay for athletes who compete at Nationals	$\$7,000 - (7 \times \$250) = \$5,250$
Number of BC athletes who competed at Nationals	25
Registration fee per athlete who competed at Nationals	$\$5250 / 25 = \$210$ per athlete
Assuming Club Y has 10 athletes who went to Nationals, registration fees for Club Y would be	$\$250 + (\$210 \times 10) = \$2350$ MAX \$2200 <b>Club owes - \$2200</b>

3.2 Clubs will be invoiced in the fall of the year, based on the description detailed in section 3.1, with payment due by December 31. Note: this registration fee is separate from the national liability and accident insurance program fees.

## 4 LIABILITY & ACCIDENT INSURANCE/FEES

4.1 All members, clubs, are covered by the *DPC National Liability and Accident Insurance Policy*. An outline of the insurance coverage can be obtained by contacting BC Diving office.

4.2 Clubs must provide the *BC Diving Office* with names of their members by October 15 of each year through the clublink program along with the Club Registration form. Liability & Accident Insurance fees are outlined on the registration forms. A cheque must accompany the registration forms by October 15 or late fees will be processed. Any clubs having new members join after October 15 must pay for the new member's Liability and Accident Insurance premium for the full year.

4.3 The liability and accident insurance certificate will be mailed to each registered club.

4.4 Clubs must ensure that their members' names/information are accurately entered and regularly updated in the national Clublink software program. In order to guarantee insurance for a member, their name must be included in the Clublink database.

4.5 Instructors from other professions (ballet, trampoline, gymnastics) should be registered as members of *BC Diving*. This entitles them to

coverage under *DPC's Liability and Accident Insurance Policy*.

- 4.6 The accident policy covers "unexpected accidents or injuries" incurred during the activity of diving or other related activity, dry land training, travel within Canada, etc. approved by *DPC*. This insurance will process claims covering expenses not already covered by the provincial health care plan or private medical insurance (if available). This includes physiotherapy if it is prescribed by the physician.
- 4.7 The proper forms are available from the BC Diving office, and must be completed and signed by a club official or coach and the attending physician. These forms are then forwarded to the National Office.
- 4.8 It is up to the club to verify the credentials of the individuals which they contract to work with their athletes in "diving-related" activities. Providing a club has used reasonable judgment in the hiring of the instructor, he/she would be covered in the event of an accident in a "diving-related" activity.
  - 4.8.1 For example: A certified trampoline instructor is working with one of your athletes. That athlete falls off the trampoline and breaks his/her leg. The athlete would be covered as per the accident insurance plan, and the instructor (and the club) would be covered from the liability standpoint in the event of a lawsuit (providing all precautions were taken).
  - 4.8.2 For example: Your athletes are playing baseball with someone who has offered to take the kids out for a day of fun. One of the kids is accidentally hit in the head with a bat while someone else was hitting. The athlete would not be covered for accident insurance (baseball is not a diving-related activity), and nor would this someone (liability insurance), whose credentials were not looked into by the club (may or may not have been qualified to coach baseball).

## 5. GENERAL POLICIES/PROCEDURES

- 5.1 DIVING SEASON - The diving season is September 1-August 31.
- 5.2 MEMBERSHIP PERIOD - For purposes of insurance and for being qualified for sanctioned competitions, all individuals who register with *BC Diving* remain as a registered member until November 1 of the next season (up to fourteen (14) months depending on time of registration). Unless the member rejoins during the same registration period the following year, his/her membership expires on November 1 and they are no longer eligible for athlete insurance or to compete in sanctioned competitions.

- 5.3 In order to compete as a BC diver in DPC Inc. and BC Diving sanctioned meets, you must be a member of BC Diving.
- 5.4 All divers must comply with FINA, AFC (Aquatic Federation of Canada) and BC Diving regulations and procedures.
- 5.5 Previously registered clubs and divers must be registered with provincial office by October 15. Registrations received later than October 15 will be subject to penalties as established by BC Diving. (See Appendix A.)
- 5.6 New registrations have no registration deadline date but must be registered with the provincial office one week before participating in any sanctioned meet.
- 5.7 Payment must accompany all registrations. Registrations will only be accepted in the provincial office.
- 5.8 The club will be assessed a fine, as established by BC Diving (see Appendix A), plus registration fee for each non-registered diver who dives in a sanctioned meet. These divers will be banned from all future competitions until the registration fee and penalty fee is paid.
- 5.9 In order for BC Diving to consider applying for an exemption regarding the above, the club should provide adequate documentation to the Board of Directors.
- 5.10 FEE SCHEDULE  
Fees for all Club Affiliates, Non-Club Affiliates, and individuals will be established and reviewed by BC Diving annually. (See Appendix A.)

## 6 TRANSFER POLICY

- ~~6.1~~ BC Diving follows the transfer policy as described in the DPC Handbook (H-25).









